



BOXBOROUGH PLANNING BOARD
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Owen Neville, Chair Eduardo Pontoriero, Clerk Nancy Fillmore John Markiewicz Hongbing Tang

Meeting Minutes
September 14, 2015
7:30 PM

Morse-Hilberg Room, Town Hall, 29 Middle Road

Members Present:

Owen Neville, Chair
Nancy Fillmore, Member
John Markiewicz, Member
Hongbing Tang, Member
Adam Duchesneau, Town Planner

Members Absent:

Eduardo Pontoriero, Clerk

The Chair called the meeting to order at 7:32 PM.

873, 1065, and 1075 Burroughs Road – Private/Common Driveway Special Permit Application – Applicant D. Bruce Wheeler, Trustee of the Whispering Pines Realty Trust, seeks approval to allow the extension of an existing common driveway to serve a proposed third new house on Lot 9 (parts of 873 and 1065 Burroughs Road)

The Applicant had filed a request with the Planning Office on Thursday, September 10, 2015 to move the public hearing for the application to Monday, October 19, 2015 at 7:40 PM. Mr. Neville read and the Planning Board accepted the written time extension request.

Meeting Minutes of August 10, 2015 and August 24, 2015

Ms. Fillmore MADE a MOTION to approve the minutes of August 10, 2015 as amended. Mr. Markiewicz SECONDED the MOTION. All members voted in favor.

Mr. Markiewicz MADE a MOTION to approve the minutes of August 24, 2015. Ms. Tang SECONDED the MOTION. All members voted in favor.

Correspondence

Mr. Neville acknowledged the correspondence which had been submitted by attorney Sherrill Gould on Monday, September 14, 2015, and indicated the Planning Board would address it when the Town Center matter was discussed later in the meeting.

530 & 540 Massachusetts Avenue ANR Plan

The Planning Board reviewed the ANR Plan submitted by Applicant and owner VDS Real Estate Holdings LLC combining 530 and 540 Massachusetts Avenue into one lot.

Mr. Neville MADE a MOTION to endorse the 530 & 540 Massachusetts Avenue ANR Plan and to authorize the Planning Board Chair, the Planning Board Clerk, or the Town Planner to sign the plan on behalf of the Planning Board. Mr. Markiewicz SECONDED the MOTION. All members voted in favor.

Pre-Application Conference / Waiver of Process for Site Plan Approval for a Proposed Project at 8 Hill Road (Montessori School)

The Applicants, Marni Kaplan-Earle and John Earle, were present to discuss the project with the Planning Board. The Applicants had submitted an updated site plan for the property; however, the topographic lines were missing from the plan. Ms. Kaplan-Earle indicated the proposed second driveway opening was moved 11 feet to the north to ensure it would be located outside of the W-District buffer area. She also noted pickup and drop off times for each group of students would be staggered by 15 to 20 minutes to avoid traffic congestion at the property and on Hill Road. Ms. Kaplan-Earle stated a recycled stone material which was pervious would be used for the entire parking area. Mr. Markiewicz asked if any of the asphalt driveway would remain and Ms. Kaplan-Earle indicated all of the existing pavement area on the site would be removed.

Ms. Tang asked how many vehicles would arrive during peak pickup and drop off times. Ms. Kaplan-Earle stated a maximum of approximately 20 vehicles total would arrive during pickup and drop off, but due to the proposed staggered timing for each group of students, there would only be approximately 7 cars arriving/leaving during each pickup/drop off window. Mr. Markiewicz asked what the hours of the school would be and Ms. Kaplan-Earle stated they would be from approximately 8:00 AM to 5:30 PM. Mr. Markiewicz asked if the proposed lighting at the property would have an impact on the neighbors and Ms. Kaplan-Earle believed not because all of the neighbors were a significant distance away. The Planning Board noted they would like to see more information regarding the topography at site, lighting and light fixture location, fence height, and the location of the proposed free standing sign.

Ms. Tang noted all the parking stalls did not appear to have front end bumpers on the Site Plan and Ms. Kaplan-Earle indicated they were intended to be there. Mr. Neville stated he had concerns about the area between Hill Road and the parking area becoming soggy due to runoff from the parking area. Ms. Tang noted some engineering solutions could be used to control drainage from the parking area. Ms. Kaplan-Earle pointed out the proposed material for the parking area would be pervious. Mr. Duchesneau provided a summary of the project changes and stated how each aspect of the project would be regulated. Mr. Neville indicated if the Applicants could address the Board's suggested changes at their next meeting there was a strong likelihood the Board would provide a waiver from the Site Plan Approval process for the project.

At 8:03 PM the Planning Board took a short recess and reconvened their meeting at 8:15 PM.

Pre-Application Conference for Site Plan Approval for a proposed project at the Town Center (intersection of Stow Road and Massachusetts Avenue) (Senior Housing and Other Development)

Richard Harrington from Stamski and McNary, Inc., attorney Sherrill Gould, and property owners John Lyons, Mike Jeanson, and James Fenton were in attendance to discuss the proposed project with the Planning Board. Mr. Harrington provided an overview of the changes to the proposed project since the application was last discussed with the Board, which included two different scenarios. The first scenario involved the primary access to the project coming from Route 111 via the Hayward Lane subdivision roadway which had already been approved. The project would have three parcels, all with access to Hayward Lane, but only two would have frontage along Route 111. An access roadway would lead to the rear of the site on the third parcel where 100 units of over 55 housing were being proposed in two-family structures. The second scenario was very similar except it involved only two parcels, both with frontage on Route 111 and an access roadway which went to the back of the site.

Ms. Gould noted the Planning Board had requested a mixed use component for the project at the last meeting and pointed out the potential for commercial development along Route 111. She called out the opportunity to build four commercial or mixed use buildings at the front the project site. Ms. Gould also indicated there was the potential for a pavilion and open space area along Route 111 which could be donated to the Town. She also stated an alternative means of access to the project site would be through Stow Road between the Sheriff's Meadow and Tisbury Meadow developments. Ms. Fillmore confirmed the primary access to the project site would be from Route 111 and the alternate access points would likely be from Priest Lane or Stow Road. Ms. Gould indicated that was correct. Mr. Harrington stated the project frontage would actually be on Hayward Lane once it was constructed if the first scenario was realized.

Ms. Tang pointed out the main access roadway from Route 111 would cross the wetland buffer for a substantial distance, approximately 250 feet, and it would also need to cross a wetland area as well. Mr. Neville noted it was still unclear if the proposed access from Stow Road could even be considered by the Planning Board under Section 4800 of the Zoning Bylaw because it was undetermined if the existing roadway was created simply through Site Plan Approval or via a Definitive Subdivision Plan approval. Ms. Gould stated the Planning Board, when it approved the Sheriff's Meadow development, had intended this roadway to be a fully compliant subdivision roadway. Mr. Neville asked the Applicants to please provide a written opinion for how the roadway between Sheriff's Meadow and Tisbury Meadow could be considered for alternate access under Section 4800 of the Zoning Bylaw. He added the project design was moving in the right direction but the Board was hoping for a bit less density in the project as well.

Ms. Fillmore asked how wide the roadway is in the Boxborough Meadows development and Mr. Fenton stated it was 20 feet wide as requested by the Zoning Board of Appeals as part of the Comprehensive Permit process. Mr. Markiewicz stated he had concerns about the proposed density of the project and the potential for vehicle accidents, noting there is more space in the Sheriff's Meadow development. Mr. Neville asked if the proposed business structures along Route 111 would have access to the proposed project wells. Ms. Gould indicated the Applicants are still looking into this aspect of the project with MassDEP. Mr. Markiewicz asked if a traffic

study would be provided as part of the Site Plan Approval application and Mr. Harrington stated they are anticipating bringing on a traffic consultant for the project. Ms. Tang noted she still had concerns about the impacted wetlands in the project and Ms. Gould indicated this would be handled under the purview of the Conservation Commission.

Mr. Fenton noted the proposed project had started with 215 units and had been reduced down to 100 units, and was curious to know what number of units the Planning Board would prefer for this site. Mr. Markiewicz stated a project density similar to Tisbury Meadow or Sheriff's Meadow would be more preferable. He also stated the Board would need to know what the units were going to look like as well. Ms. Gould agreed but noted the project team did not want to spend significant time and money until they received further feedback from the Planning Board. Mr. Duchesneau noted the design details of the project will be extremely critical because they can make a dense project feel more spacious or vice versa.

1195 Hill Road – Possible Zoning Change Discussion

Stephen Mullaney of S.J. Mullaney Engineering, Inc. and Roger Kanniard were in attendance to discuss the proposed zoning change. Mr. Mullaney indicated Mr. Kanniard had recently purchased some property on Hill Road and was hoping to create three lots of similar sizes for single-family dwellings. As part of this project Mr. Kanniard was also looking to have the zoning of these parcels changed from Industrial-Commercial (IC) to Agricultural-Residential (AR). Mr. Mullaney noted most of the properties in this area already contain residential uses.

Mr. Markiewicz asked what the advantages were for the Town if the zoning were to be changed. Mr. Mullaney noted if the property were developed into a commercial use, which is what the existing zoning calls for; it would not fit well into the existing neighborhood. Mr. Neville pointed out there does seem to be a natural separation created by the wetlands in this area which divides the residential uses on Hill Road from the business uses on Liberty Square Road. The Planning Board indicated they were somewhat supportive of this idea but also noted they did not want to upset the neighborhood. Mr. Markiewicz and Ms. Fillmore felt it made sense to change the zoning of the area to an AR District.

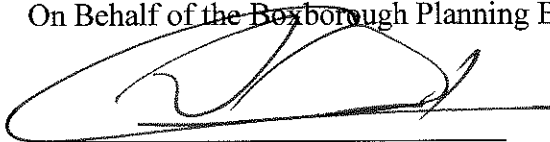
Boxborough2030 (Master Plan) Update

Mr. Markiewicz noted the Planning Board needed to review the Boxborough2030 Recommendations and Implementation Plan and provide recommended changes, especially for Action items where the Planning Board was the responsible entity. He also indicated the Recommendations and Implementation Plan contained 7 Aspirations, 17 Goals, 38 Strategies, and 136 Action items, noting many of the Actions were on-going or tactical items. Mr. Markiewicz stated the Action items should be driven by the responsible parties. He asked the Planning Board members to identify three to five long term strategic issues for the Town address. Ms. Tang stated education was an extremely important item and wanted to include language which called for adding to, supporting, and maintaining the existing educational system. Mr. Markiewicz noted the schools in Boxborough and Acton are all regionalized now, which makes it a bit more difficult to tackle this item in a Town of Boxborough plan.

The Planning Board decided to take additional time to review the Recommendations and Implementation Plan before providing comments and edits, and elected to hold a special meeting on Monday, September 21, 2015 at 7:00 PM to discuss this item.

With no further business, the meeting was adjourned at 9:27 PM on a MOTION by Mr. Markiewicz, SECONDED by Ms. Fillmore, with all members voting in favor.

On Behalf of the ~~Box~~borough Planning Board

A handwritten signature in black ink, appearing to read 'Eduardo Pontoriero', is written over a horizontal line.

Eduardo Pontoriero, ~~Clerk~~